



Job Description

Finance Officer

May 2021

Line Managed by Finance Manager

Core Purpose

To provide support to the Finance Manager in the delivery of Central Services to the schools in the Trust.

Main Responsibilities

- Journey administration, trips and coach booking, income, teacher liaison and journey reconciliation
- Music fee administration
- Sales ledger maintenance
- Income recording (initially until the apprentice was able to take on)
- Credit card administration posting and administration
- The School Fund bank account transactions
- Credit control
- Support in the work of maintaining the Trust Contracts Register
- Administer the generic email address
- Maintain registers for minibus drivers and first aid
- Provide a Finance Department reception function answering telephone and email questions from staff and parents

Other Responsibilities

- To promote equality and inclusivity
- To communicate and co-operate with persons or bodies outside the Trust where applicable
- To contribute to the strategic objectives of the Trust
- To be a positive contribution to the sustained development of the Trust through improvement of outcomes for pupils and the wider community
- To participate in appraisal according to the Trust procedures
- To commit to continuous professional development
- To comply with the Trust Health and Safety policies
- To be flexible and be able to accept the inevitability of change
- To participate in meetings arranged for any of the purposes described above
- Play a full part in the life of The John Warner School community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

- Uphold and promote the school's values
- Promote actively the school's corporate policies

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified.

Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.

This job description may be amended at any time following discussion between the Line Manager and member of staff and will be reviewed annually.